



## Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

# TECHNOLOGY UPDATE

### Welcome

In this edition, we would like to congratulate an outstanding employee and welcome another. One Circuit Clerk implements an innovation in office automation. In sports, see which division uses team work outside of the office. We will also uncover a big secret in Microsoft Word and tell you how to solve it.

We would like to thank you for all of your support and feedback. As always, if you have any special news or announcements that you would like featured, please email us at [newsletter@alacourt.gov](mailto:newsletter@alacourt.gov).

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Alabama Judicial Building  
300 Dexter Avenue  
Montgomery, AL 36104

### Employee Spotlight



#### ERIC JACKSON

If you are looking for one of the best helpdesk professionals then look no further than Eric Jackson. Eric is the Senior Technician for the Helpdesk at the AOC and he is the first technician to obtain a Microsoft Certification. As a Microsoft Certified Professional (MCP), he possesses the proper skills and knowledge needed to successfully troubleshoot Mi-

crosoft Windows operating systems. Eric obtained his first certification for Microsoft Windows 2000 operating system in June 2003. His two most recent certifications include Microsoft Windows XP and a Microsoft Certified Desktop Technician (MCDST). These certifications are only earned thru dedicating long personal hours to studying and completing laborious exams. Congratulations to Eric for his hard work and dedication to advancing his PC knowledge and skills!

### Newsletter Spotlight

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### New Employee

#### Karen Craymer

I graduated from Jefferson Davis High School in Montgomery and received a BA from Auburn University at Montgomery. I started at AOC on June 6th and have enjoyed working here. I like to read, play softball, and spend time with my family and my dog Buster.



### August Birthdays

Jessica Crawley 8/09

Michael Gregory 8/16

Paula Collins 8/23

Chiandra Thomas 8/31



### Brandy Cox and Karen Craymer join the Newsletter Team!

We would like to welcome Brandy and Karen as our newest contributing editors. Brandy is an employee of the Traffic Service Center and Karen is employed in the Central Disbursement Division. We feel that our new editors will help shape our newsletter team as each of us represent a different division within AOC.

#### Editors:

*Jeremy Darabaris*

*Shel Singleton*

#### New Editors:

*Brandy Cox*

*Karen Craymer*

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# TECHNOLOGY UPDATE

### Circuit Clerk Implements Office Automation

Jody Campbell contacted AOC a few months ago with a great idea that saves a bunch of green, money and trees that is. She felt that the confirmations for docket mailers were using a lot of paper and causing storage problems, along with extra work in the Clerk's office. She suggested that the confirmations be emailed to her instead of printing them. Steve Leveque made a few changes to the program and now it is delivered to her inbox.

The confirmations are printed to give record that a docket mailer was sent, if someone claims they were never notified. If there is ever a need for a confirmation, she simply looks it up on her computer instead of searching through sacks of paper.

"The nicest things about it are we have saved a bunch of trees and all of them are stored in a file on my hard drive."

- Jody Campbell

Jody Campbell said, "I love it and we have not had any problems. The nicest things about it are we have saved a bunch of trees and all of them are stored in a file on my hard drive. We can access them if we ever need to, which is very rare. It saves a lot of space and work time for my people."

This small change has made her office operated more efficiently. If you are interested in this

On Wednesday July 12th,  
Tim Wyatt held his 100th Attorney Training Session  
for AlaFile.

Congratulations and keep up the good work!



Gadsden Times | Sarah Berrett

## Sports

### E-Legal takes 3rd Place in Softball Tournament

-Jill Hawthorne



**Back Row, L to R:** Mike Carroll, Mike Moore, Michael Gregory, Paula Collins, Mark Craymer, Eric Jackson and Charlie King  
**Front Row, L to R:** Karen Craymer, Jill Hawthorne, Shel Singleton, Brandy Cox and Jessica Crawley  
**Not Pictured:** Michael Hawthorne, Chiandra Thomas, Hunter Rolling, John Hill, Mindy Craymer, Judd Cox and Josh Cox

This Spring/Summer, the Administrative Office of Courts MIS division formed a co-ed softball team named E-Legal. We took our first season very seriously as we gathered up jerseys, balls, bats, and gloves so that we could play. We also talked Mike Carroll into co-sponsoring us although he refused to play (something about his age ☺). For a first year team with very little experience, we did very well. Our record at the end of the season was 5-9. We won third place in the end-of-the-season tournament which shocked everyone! To celebrate, we met up at a local restaurant and ate wings until we dropped! Everyone had a blast playing and discussing the highlights after the game. Although we had some injury's, everyone lived through it. We hope to play again this fall and be a "force to be reckoned with".

Our softball stint shows that the Administrative Office of Courts MIS division is a team outside of work as well!!



## TECHNOLOGY UPDATE

### AlaFile and Metadata

As more and more people begin to use AlaFile, certain questions arise that must be addressed. Some have heard about metadata or "hidden information" in documents and had cause for concern. Metadata is a feature of WORD and other word processing programs (not email) that stores all changes to a document with the final product, that is more data than what you can just see. You can turn this storage feature on or off.

We have circumvented this issue in AlaFile by requiring documents that are e-filed to be PDF not WORD. **You cannot e-file a WORD document in AlaFile.** A PDF is a "picture" of the document and therefore does not carry the metadata. So, if you use a PDF as a document transport method (and not a WORD document attached to email) you are actually safe from this issue.

More information on metadata below and at these links

<http://support.microsoft.com/default.aspx?scid=kb;EN-US;237361>;

[http://www.pdfforall.com/2004/09/overstating\\_the.html](http://www.pdfforall.com/2004/09/overstating_the.html); and

[http://blogs.adobe.com/acrobat/2005/10/metadata\\_and\\_pd.html](http://blogs.adobe.com/acrobat/2005/10/metadata_and_pd.html)

### Find and remove metadata (hidden information) in your legal documents\*

Applies to: [PowerPoint](#), [Word](#), [Excel](#)

Legal professionals are familiar with the concept of "discovery" and the requirements set out by the courts for complying with discovery demands. They also understand that they are only required to provide the documents and data set out in the discovery demand. Unfortunately, if you are providing electronic versions of your documents, you may "discover" that you are inadvertently supplying more information than you realize.

### Metadata

Whenever you create, open, or save a document in Microsoft Word, the document may store information — known as metadata — that you had no intention of including or disclosing (this also applies to Microsoft Excel spreadsheets and Microsoft PowerPoint® files). Metadata is used for a variety of legitimate purposes, and it adds functionality to the editing, viewing, filing, and retrieving capabilities of Microsoft Office. However, if some of this information is passed on to inappropriate parties (for example, opposing counsel), that disclosure can create adverse consequences for you and your client. In order to avoid these consequences, you should make yourself familiar with the types of metadata contained in your documents and take steps to remove it whenever necessary.

Some metadata is readily accessible through the user interface of each Office program. Other metadata is only accessible through extraordinary means, such as opening a document in a low-level, binary file editor.

### Some examples of metadata that may be stored in your documents

- Your name
- Your initials
- Your company or organization name
- The name of your computer
- The name of the network server or hard disk where you saved the document
- Other file properties and summary information
- Non-visible portions of embedded OLE objects
- The names of previous document authors
- Document revisions
- Document versions
- Template information
- Hidden text or cells
- Personalized views
- Comments

### Removing metadata

The articles listed below provide information and instructions for removing metadata from your Word documents, Excel spreadsheets, and PowerPoint presentations. Simply click the article number to view the article in the Microsoft Knowledge Base.

[237361](#) HOW TO: Minimize Metadata in Microsoft Word 2000 Documents

[290945](#) HOW TO: Minimize Metadata in Microsoft Word 2002

[223789](#) XL: How to Minimize Metadata in Microsoft Excel Workbooks

[314797](#) PPT2000: How to Minimize Metadata in Microsoft PowerPoint Presentations

[314800](#) PPT2002: How to Minimize Metadata in Microsoft PowerPoint Presentations

Visit Frequently Asked Questions (FAQ) at <http://efile.alacourt.gov> for more information on this and other questions you may have.

\* This information was obtained from <http://support.microsoft.com>

Please visit <http://training.alacourt.gov> for training opportunities.

Just click on *Calendar and Registration* to find a class for you.